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CIA Regulation
"CIA Career Service Program"

The purpose of issuing this Headquarters Regulation is

- a. to place on a permanent basis, conforming to the new format and framework of CIA regulatory material, the CIA Career Service Program, its structure, authorities and responsibilities. At present this material exists only as a staff study approved by the DCI and issued as CIA [REDACTED] This proposed Headquarters Regulation is a restatement of text contained in the original staff study or modifications of it that have since been approved by the Board.

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b. [REDACTED]

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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]
(Date)

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CIA CAREER SERVICE PROGRAM

A. Policy

In accordance with the basic personnel policy of the Central Intelligence Agency (See CIA Regulation [REDACTED] paragraph A,1), a Career Service Program is provided that identifies, develops, effectively uses and rewards individuals who have the skills required by CIA; motivates them toward rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization. The Career Service Program includes all staff employees and staff agents of the Central Intelligence Agency whether on duty in headquarters or in the field.

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B. Purpose of the Career Service Program

The purpose of the Career Service Program is to develop people to the fullest extent to meet present and anticipated personnel needs of the Agency. In accomplishing this end, provision is made in the program for:

1. Strengthening the selection process by the establishment of a Professional Selection Panel which advises the Assistant Director for Personnel regarding suitability for long term employment of applicants and trial service employees.

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2. Formal evaluations of each individual in the Agency through the periodic execution of a personnel evaluation report which is the basic instrument of career planning.
 3. A Career Service Board structure advisory to responsible officers on career service matters affecting their area of activity.
 4. An executive inventory as an aid to personnel planning for the development and use of executive skill throughout the Agency.
 5. Rotation, a process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve his sponsoring organizational component.
 6. Functional groups to administer Agency-wide programs in the career service field such as Honor Awards, Hazardous Duty, etc.
- Procedural regulations relating to the purposes enumerated above and not covered herein will be issued separately.
- C. Administration of the Program
1. CIA Career Service Board
- The Career Service Program is controlled by a CIA Career Service Board that is responsible for providing advice to the DCI on making CIA a better place in which to work. It

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develops policy governing the Career Service Program and advises concerning all matters affecting Agency personnel.

a. Organization

- (1) The CIA Career Service Board is composed of the following persons:

Permanent Members:

Deputy Director (Plans) or Deputy
Deputy Director (Intelligence) or Deputy
Deputy Director (Administration) or Deputy
Director of Training or Deputy
Assistant Director for Personnel or Deputy
Assistant Director for Communications or Deputy

Rotating Members (two at any one time for staggered terms of six months each, there being at all times one nominated by the DD/I and one nominated by the DD/P);

Assistant Director for Current Intelligence
Assistant Director for Collection and Dissemination
Assistant Director for Operations
Assistant Director for Scientific Intelligence
Assistant Director for Research and Reports
Assistant Director for National Estimates
Assistant Director for Intelligence Coordination
Chief, Foreign Intelligence Staff
Chief, Political and Psychological Warfare Staff
Chief, Paramilitary Operations Staff
Chief, Technical Services Staff
Chief, Administrative Staff

Executive Secretary - Non-voting

- (2) The Chairman of the Board will be appointed by the DCI from among the three Deputy Directors to serve for a term of four months. Four members of the Board will constitute a Quorum. If a member cannot be present, he may be represented by his Deputy. The Board will

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hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons listed above.

b. Responsibilities

It is the responsibility of the CIA Career Service Board to:

- (1) Develop policy governing the Career Service Program for approval by the DCI and serve as his advisor on all matters concerning the Program.
- (2) Supervise and review the functioning of (Office) Career Service Boards.
- (3) Establish and maintain an Executive Inventory to be composed of those persons which the Board shall from time to time determine.
- (4) Make recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
- (5) Review evaluation of personnel contained in the Executive Inventory and review rotation programs for their further development.
- (6) Approve the allocation of Rotation Loan Slots to (Office) Career Service Boards.
- (7) Supervise supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as,

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Hazardous Duty Board, Honor Awards Board, Professional Selection Panel, etc., drawing on Agency personnel as necessary.

- (8) Prepare and submit annually to the DCI a summary of the operation of the CIA Career Service Program.

2. The Secretariat of the CIA Career Service Board

a. Organization

The Career Development Staff of the Personnel Office serves as the Secretariat of the CIA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

b. Responsibilities

It will be the responsibility of the Secretariat of the CIA Career Service Board to:

- (1) Recommend to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- (2) Perform all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - (a) Maintaining master files concerned with Career Service matters on a current basis for the

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CIA Career Service Board, including agenda and records of meetings, files of the Executive Inventory and records of rotation loan slot utilization.

- (b) Assisting (Office) Career Service Boards in effecting rotation appointments.
- (c) Transmitting to the CIA Career Service Board recommendations and periodic reports of the (Office) Career Service Boards for consideration.
- (d) Initiating and supervising such studies as are needed to improve the Career Service Program.
- (e) Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
- (f) Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
- (g) Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

3. Office Career Service Boards

Each staff employee and staff agent will be identified with an appropriate (Office or Staff) Career Service Board. The

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(Office) Career Service Boards are responsible for advice to their respective chiefs on making the Office or Staff a better place in which to work. These Boards are concerned primarily with implementing the Agency's personnel policy, developing internal personnel policy and reviewing recommendations concerned with the careers of individuals. It is at this level and through the functioning of these Office and Staff Boards that the rotation, training, advancement and assignment plans recommended for the individual are reviewed for the approval of the Assistant Director or Office head.

a. Organization

- (1) (Office) Career Service Boards are composed of the following persons:

Assistant Director or Staff Chief ex-officio
Three or more Staff or Division Chiefs, or
comparable high-level officials
Secretariat - Non-voting. (In most cases, the
Secretariat is composed of Administrative
Personnel Officers of the Office concerned and
will perform staff support for the Board.)

- (2) (Office) Career Service Boards are established in the following units of CIA:

Office of Training
Office of Communications
Office of the Deputy Director (Plans)
Foreign Intelligence Staff

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Political and Psychological Warfare Staff
Paramilitary Operations Staff
Technical Services Staff
Office of National Estimates
Office of Research and Reports
Office of Current Intelligence
Office of Scientific Intelligence
Office of Collection and Dissemination
Office of Operations
Office of Deputy Director (Administration)
Personnel Office
Medical Office
Office of General Services
Inspection and Security Office
Procurement and Supply Office
Office of Comptroller

b. Responsibilities

It is the responsibility of an (Office) Career Service Board to:

- (1) Serve as advisor to the Assistant Director (or Office head) on all matters pertaining to the Career Service Program.
- (2) Direct within the Office the application and functioning of the Career Service Program, including but not limited to:
 - (a) Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

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- (b) Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
- (c) Reviewing Personnel Evaluation Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation and promotion.
- (d) Recommending cancellation or continuance of career development actions.
- (e) Participating in the development and execution of approved extra-Office rotation systems.
- (f) Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.
- (g) Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
- (h) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".

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- (1) Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
- (3) Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.